Ministry of Forests
INFORMATION MANAGEMENT GROUP

Corporate Reporting System Report Menu

CRSRM

USER MANUAL

VERSION 2.0
May 2002

Province of
British Columbia

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1 Introduction

The Corporate Reporting System Report Menu application is used to generate reports for the Ministry of Forests.

This manual contains 3 sections, each detailing specific aspects of the CRSRM application. Placed throughout this document are screen shots of various activities to be used as an example of typical usage of the application.

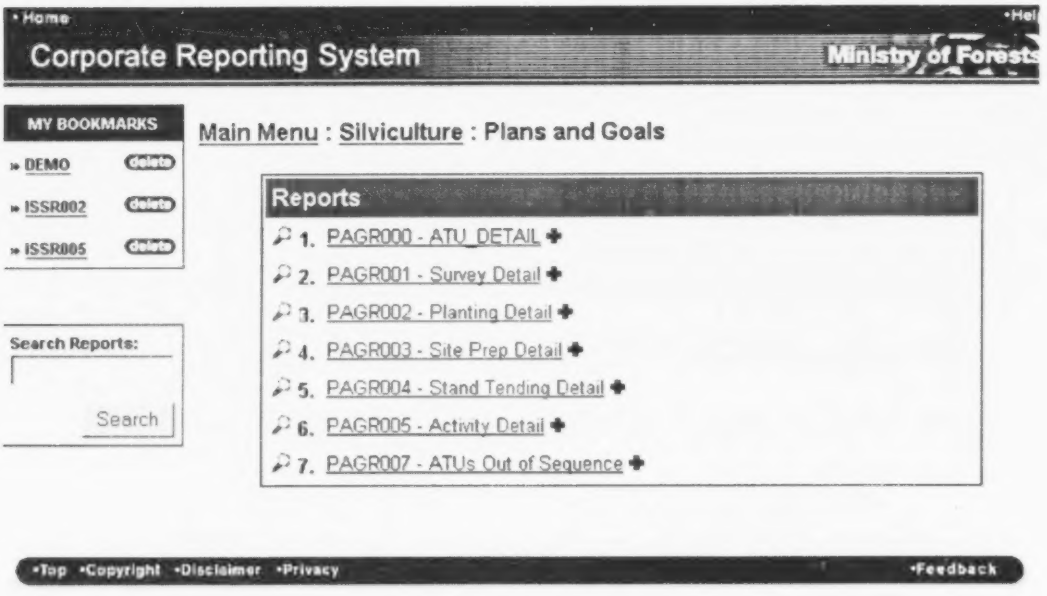
2 Accessing the CRSRM Application

2.1 Open the application

2.1.1.1 Type the URL for CRSRM into the address bar in Internet Explorer and hit ENTER

2.2 Security Access

2.2.1.1 If you do not have security access to this page, you will see a blank screen. If you have security access, then you will see the report menu (shown below). If you do not have permission to access CRSRM and require access, please contact the system administrator.



2.3 Accessing Subcategories

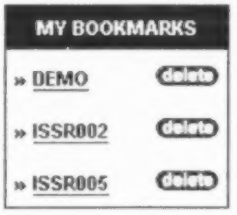
2.3.1.1 To access a subcategory, click the name of the subcategory in the Sub-Categories section of the menu. The number in brackets represents the number of reports currently under that subcategory. The breadcrumb trail at the top of the screen shows your current location within the report subcategories hierarchy. You can click on a link in the trail to return to a previous screen.

2.4 Accessing Reports

2.4.1.1 To access a report, click the title of the report in the Reports section of the menu. You will then be taken to the parameter setup screen detailed in section 3 of this document.

2.5 Using bookmarks

2.5.1.1 Bookmarks allow you to quickly jump to your favorite reports. The bookmarks are always in the upper left hand corner of the screen. To jump to a bookmarked report, just click on the name.



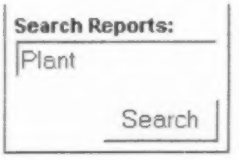
If you access the CRSRM website anonymously, you will not see the bookmarks feature.

2.5.1.2 Deleting bookmarks – Click on the "delete" button beside the bookmark's name

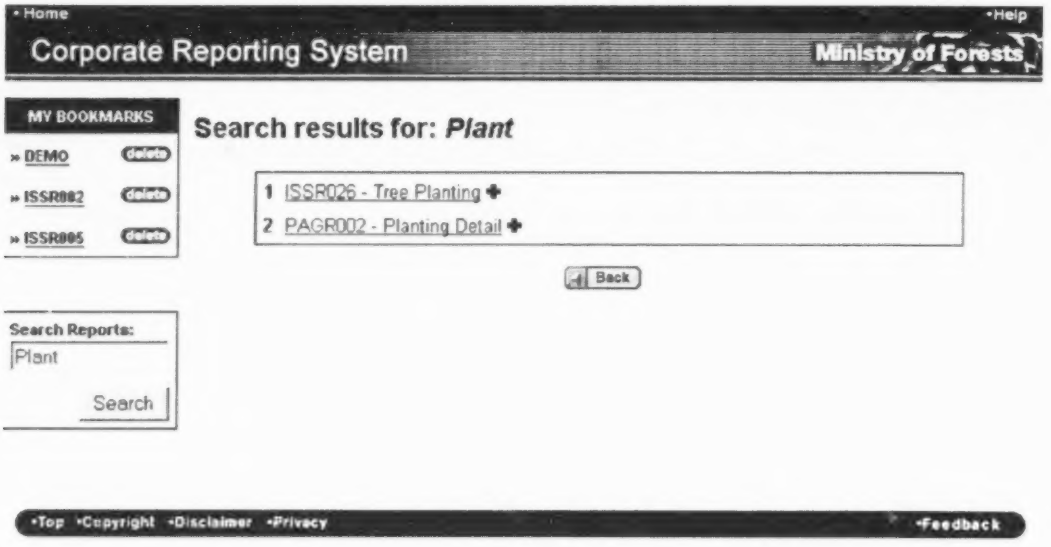
2.5.1.3 Adding bookmarks – In the main report listing, a "+" button appears beside any reports that are not in your bookmarks list. Clicking on the "+" button will add the bookmark to your list. There is a maximum of five bookmarks that can be added to your list by default. This number can be increase by the system administrator though.

2.6 Using search

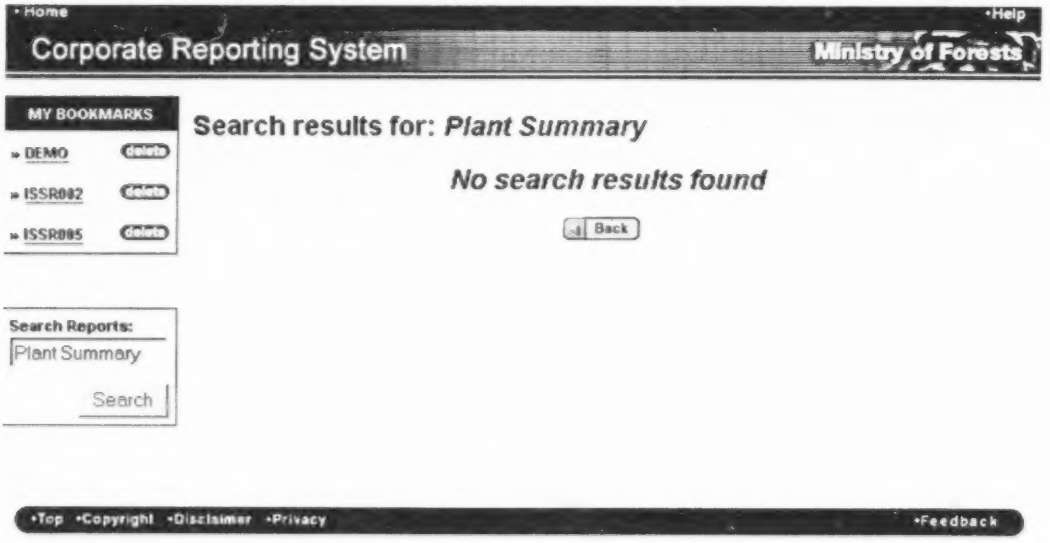
2.6.1.1 The search feature will allow you to search of all of the reports on the system that you have access to. The search takes in a series of keywords and will search against the following fields: Report Code, Report Title, Business Description and Technical Description.



2.6.1.2 Clicking on the search button will query the database and return results based on your search. A successful search will display a listing of reports found in the system, allowing you to click on their name to go to the report parameter entry screen.



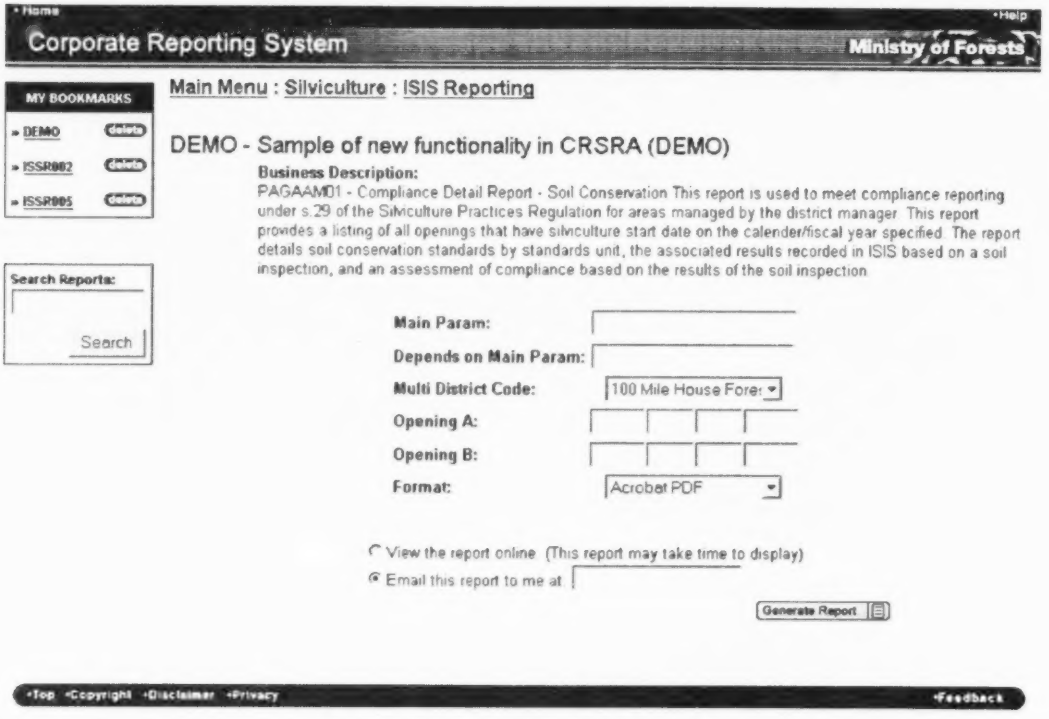
2.6.1.3 For a search query that does not return anything, you will see the following screen.



2.6.1.4 Click on the Back button to return to the report menu that you searched from.

3 Report Parameters Setup

3.1 Parameter Setup Screen


Home
Help
Corporate Reporting System
Ministry of Forests
MY BOOKMARKS
DEMO
ISSR002
ISSR005
Search Reports:
Search
Main Menu : Silviculture : ISIS Reporting
DEMO - Sample of new functionality in CRSRA (DEMO)
Business Description:
PAGAAM01 - Compliance Detail Report - Soil Conservation This report is used to meet compliance reporting under s.29 of the Silviculture Practices Regulation for areas managed by the district manager. This report provides a listing of all openings that have silviculture start date on the calender/fiscal year specified. The report details soil conservation standards by standards unit, the associated results recorded in ISIS based on a soil inspection, and an assessment of compliance based on the results of the soil inspection.
Main Param:
Depends on Main Param:
Multi District Code:
100 Mile House Fore
Opening A:
Opening B:
Format:
Acrobat PDF
View the report online (This report may take time to display)
Email this report to me at
Generate Report
Top
Copyright
Disclaimer
Privacy
Feedback

3.1.1 Report Title

3.1.1.1 The report code and title of the report is shown at the top of the screen.

3.1.2 Report Business Description

3.1.2.1 The business description of the report is shown after the title.

3.1.3 Report parameters

3.1.3.1 Every report in the CRSRM system needs parameter data passed to it in order to generate a report.

3.2 Running a report

3.2.1.1 After you have filled in all required parameter data and have chosen the format for the report, you will be given the choice of seeing the report immediately or having it emailed to you later.

The view immediately option may not appear. If the report administrator has decided to only allow batch mode reports, then that is the only option available.

3.2.1.2 If you wish to see the report now, just click the radio button. However for batch email reports, you will need to enter an email address to have the report mailed to.

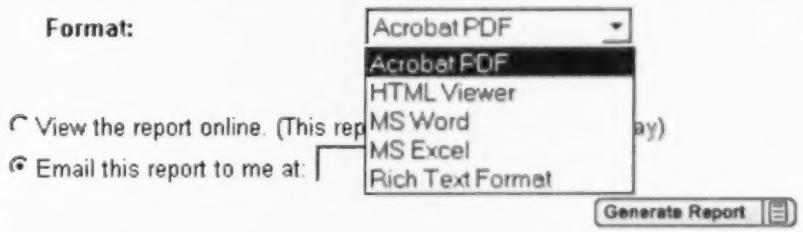
3.2.1.3 Click the Generate Report button. Your report will appear in a new window or if you have chosen to have the report emailed to you, there will be a status message informing you that the report will be sent to you.

3.3 Returning to the report menu

3.3.1.1 To return to the report menu, click any link in the breadcrumb trail at the top of the screen.

4 Report Formats

4.1.1.1 There are a number of different formats that you can have the report generated in.



4.1.2 Acrobat PDF Format

4.1.2.1 To view the report in PDF format, choose 'Acrobat PDF' from the format menu. This will require you to have Adobe Acrobat installed on your computer. It is available as a free download from Adobe.
http://www.adobe.com/products/acrobat/readstep.html

4.1.3 HTML Viewer

4.1.3.1 You may alternately choose to view the report using the Crystal HTML viewer. Choose 'HTML Viewer' from the format menu.

4.1.4 Microsoft Word Format

4.1.4.1 To view the report in Microsoft Word format, choose 'MS Word' from the format menu. In order to view the MS Word document in Internet Explorer, you must have Microsoft Office 97 or greater installed on your computer.

4.1.5 Microsoft Excel Format

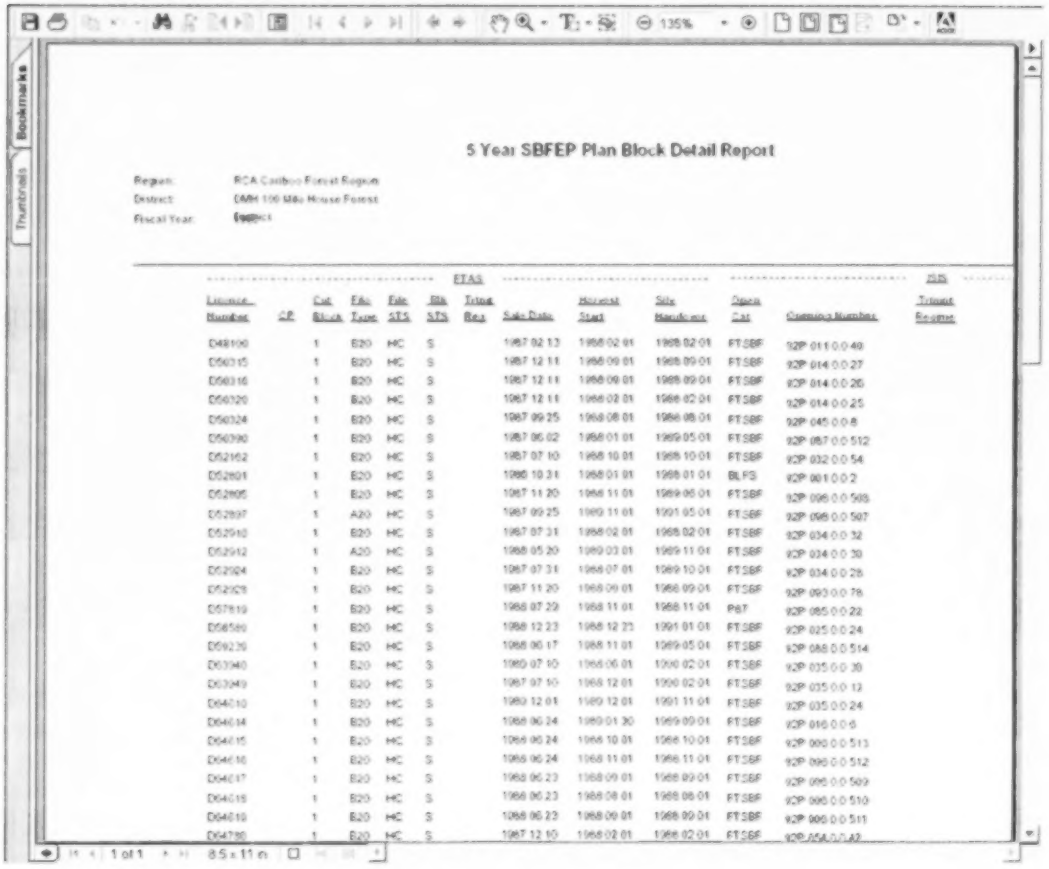
4.1.5.1 To view the report in Microsoft Excel format, choose 'MS Excel' from the format menu. In order to view the MS Excel document in Internet Explorer, you must have Microsoft Office 97 or greater installed on your computer.

4.1.6 Rich Text Format

4.1.6.1 To view the report in Rich Text Format, choose 'Rich Text Format' from the format menu.

5 *Appendix:* Sample Report Screens

5.1 PDF Viewer



5 Year SBFEP Plan Block Detail Report

Region: RCA Caribou Forest Region
District: DMH 100 Mile House Forest
Fiscal Year: [illegible]

							ETAS						ISIS
License Number	AP	Cut Block	Fdn Type	Fdn STS	Blk STS	Tring Req	Sale Date	Harvest Start	Silv Handover	Opera Cat	Cruising Number		Tenure Regime
D48100		1	B20	HC	S		1987 02 13	1988 02 01	1988 02 01	FTSBF	92P 011 0 0 40		
D50315		1	B20	HC	S		1987 12 11	1988 09 01	1988 09 01	FTSBF	92P 014 0 0 27		
D50316		1	B20	HC	S		1987 12 11	1988 09 01	1988 09 01	FTSBF	92P 014 0 0 26		
D50320		1	B20	HC	S		1987 12 11	1988 02 01	1988 02 01	FTSBF	92P 014 0 0 25		
D50324		1	B20	HC	S		1987 09 25	1988 08 01	1988 08 01	FTSBF	92P 045 0 0 8		
D50390		1	B20	HC	S		1987 06 02	1988 01 01	1989 05 01	FTSBF	92P 087 0 0 512		
D52162		1	B20	HC	S		1987 07 10	1988 10 01	1989 10 01	FTSBF	92P 032 0 0 54		
D52801		1	B20	HC	S		1988 10 31	1988 01 01	1988 01 01	BLFS	92P 001 0 0 2		
D52805		1	B20	HC	S		1987 11 20	1988 11 01	1989 05 01	FTSBF	92P 096 0 0 503		
D52807		1	A20	HC	S		1987 09 25	1989 11 01	1991 05 01	FTSBF	92P 096 0 0 507		
D52910		1	B20	HC	S		1987 07 31	1988 02 01	1988 02 01	FTSBF	92P 034 0 0 32		
D52912		1	A20	HC	S		1988 05 20	1989 03 01	1989 11 01	FTSBF	92P 034 0 0 30		
D52924		1	B20	HC	S		1987 07 31	1988 07 01	1989 10 01	FTSBF	92P 034 0 0 28		
D52928		1	B20	HC	S		1987 11 20	1988 09 01	1988 09 01	FTSBF	92P 093 0 0 76		
D57819		1	B20	HC	S		1988 07 29	1988 11 01	1988 11 01	P&T	92P 085 0 0 22		
D58580		1	B20	HC	S		1988 12 23	1988 12 23	1991 01 01	FTSBF	92P 025 0 0 24		
D59230		1	B20	HC	S		1988 06 17	1988 11 01	1989 05 01	FTSBF	92P 088 0 0 514		
D63040		1	B20	HC	S		1989 07 10	1988 06 01	1990 02 01	FTSBF	92P 035 0 0 30		
D63049		1	B20	HC	S		1987 07 10	1988 12 01	1990 02 01	FTSBF	92P 035 0 0 13		
D64010		1	B20	HC	S		1989 12 01	1989 12 01	1991 11 01	FTSBF	92P 035 0 0 24		
D64014		1	B20	HC	S		1988 06 24	1989 01 30	1989 09 01	FTSBF	92P 016 0 0 6		
D64015		1	B20	HC	S		1988 06 24	1988 10 01	1988 10 01	FTSBF	92P 090 0 0 513		
D64016		1	B20	HC	S		1988 06 24	1988 11 01	1988 11 01	FTSBF	92P 090 0 0 512		
D64017		1	B20	HC	S		1988 06 23	1988 09 01	1988 09 01	FTSBF	92P 096 0 0 509		
D64018		1	B20	HC	S		1988 06 23	1988 08 01	1988 08 01	FTSBF	92P 096 0 0 510		
D64019		1	B20	HC	S		1988 06 23	1988 09 01	1988 09 01	FTSBF	92P 096 0 0 511		
D64780		1	B20	HC	S		1987 12 10	1988 02 01	1988 02 01	FTSBF	92P 054 0 0 42		

1 of 1 8.5 x 11 in

5.2 HTML Viewer

5 Year SBFEP Plan Block Detail Report

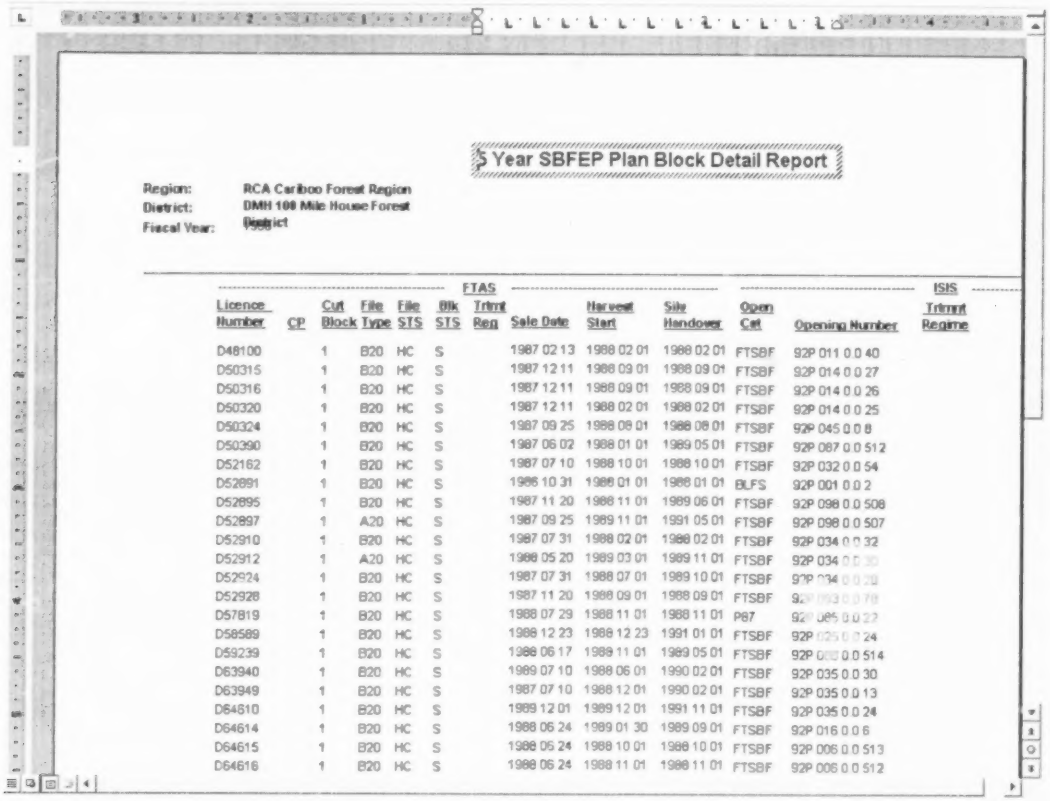
Region: RCA Cariboo Forest Region

District: DMH 100 Mile House Forest District

Fiscal Year: 1990

Licence Number	CP	Cut Block	File Type	File STS	FTAS Blk STS	Trtmt Reg	Sale Date	Harvest Start	Silv Handover		Open Cat
D48100		1	B20	HC	S		1987 02 13	1988 02 01	1988 02 01	FTSBF	
D50315		1	B20	HC	S		1987 12 11	1988 09 01	1988 09 01	FTSBF	
D50316		1	B20	HC	S		1987 12 11	1988 09 01	1988 09 01	FTSBF	
D50320		1	B20	HC	S		1987 12 11	1988 02 01	1988 02 01	FTSBF	
D50324		1	B20	HC	S		1987 09 25	1988 09 01	1988 09 01	FTSBF	
D50390		1	B20	HC	S		1987 06 02	1988 01 01	1989 05 01	FTSBF	
D52162		1	B20	HC	S		1987 07 10	1988 10 01	1988 10 01	FTSBF	
D52891		1	B20	HC	S		1988 10 31	1988 01 01	1988 01 01	BLFS	
D52895		1	B20	HC	S		1987 11 20	1988 11 01	1989 06 01	FTSBF	
D52897		1	A20	HC	S		1987 09 25	1989 11 01	1991 05 01	FTSBF	
D52910		1	B20	HC	S		1987 07 31	1988 02 01	1988 02 01	FTSBF	
D52912		1	A20	HC	S		1988 05 20	1989 03 01	1989 11 01	FTSBF	
D52924		1	B20	HC	S		1987 07 31	1988 07 01	1989 10 01	FTSBF	
D52928		1	B20	HC	S		1987 11 20	1988 09 01	1988 09 01	FTSBF	
D57819		1	B20	HC	S		1988 07 29	1988 11 01	1988 11 01	P87	

5.3 MS Word Format

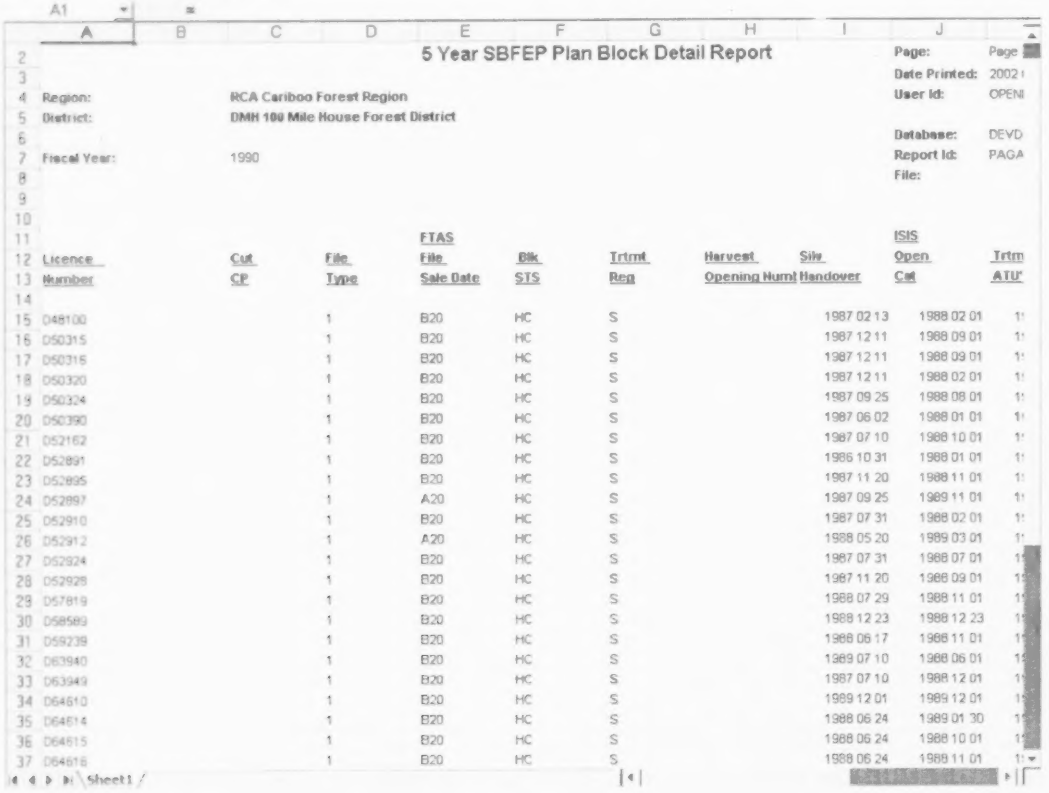


5 Year SBFEP Plan Block Detail Report

Region: RCA Cariboo Forest Region
District: DMH 100 Mile House Forest
Fiscal Year: District

FTAS												ISIS
Licence Number	CP	Cut Block	File Type	File STS	Blk STS	Trtmt Reg	Sale Date	Harvest Start	Site Handover	Open Cat	Opening Number	Trtmt Regime
D48100		1	B20	HC	S		1987 02 13	1988 02 01	1988 02 01	FTSBF	92P 011 0 0 40	
D50315		1	B20	HC	S		1987 12 11	1988 09 01	1988 09 01	FTSBF	92P 014 0 0 27	
D50316		1	B20	HC	S		1987 12 11	1988 09 01	1988 09 01	FTSBF	92P 014 0 0 26	
D50320		1	B20	HC	S		1987 12 11	1988 02 01	1988 02 01	FTSBF	92P 014 0 0 25	
D50324		1	B20	HC	S		1987 09 25	1988 08 01	1988 08 01	FTSBF	92P 045 0 0 8	
D50390		1	B20	HC	S		1987 06 02	1988 01 01	1989 05 01	FTSBF	92P 087 0 0 512	
D52162		1	B20	HC	S		1987 07 10	1988 10 01	1988 10 01	FTSBF	92P 032 0 0 54	
D52891		1	B20	HC	S		1986 10 31	1988 01 01	1988 01 01	BLFS	92P 001 0 0 2	
D52895		1	B20	HC	S		1987 11 20	1988 11 01	1989 06 01	FTSBF	92P 098 0 0 508	
D52897		1	A20	HC	S		1987 09 25	1989 11 01	1991 05 01	FTSBF	92P 098 0 0 507	
D52910		1	B20	HC	S		1987 07 31	1988 02 01	1988 02 01	FTSBF	92P 034 0 0 32	
D52912		1	A20	HC	S		1988 05 20	1989 03 01	1989 11 01	FTSBF	92P 034 0 0 30	
D52924		1	B20	HC	S		1987 07 31	1988 07 01	1989 10 01	FTSBF	92P 034 0 0 29	
D52928		1	B20	HC	S		1987 11 20	1988 09 01	1988 09 01	FTSBF	92P 093 0 0 78	
D57819		1	B20	HC	S		1988 07 29	1988 11 01	1988 11 01	P87	92P 085 0 0 22	
D58589		1	B20	HC	S		1988 12 23	1988 12 23	1991 01 01	FTSBF	92P 025 0 0 24	
D59239		1	B20	HC	S		1988 06 17	1989 11 01	1989 05 01	FTSBF	92P 002 0 0 514	
D63940		1	B20	HC	S		1989 07 10	1988 06 01	1990 02 01	FTSBF	92P 035 0 0 30	
D63949		1	B20	HC	S		1987 07 10	1988 12 01	1990 02 01	FTSBF	92P 035 0 0 13	
D64610		1	B20	HC	S		1989 12 01	1989 12 01	1991 11 01	FTSBF	92P 035 0 0 24	
D64614		1	B20	HC	S		1988 06 24	1989 01 30	1989 09 01	FTSBF	92P 016 0 0 6	
D64615		1	B20	HC	S		1988 06 24	1988 10 01	1988 10 01	FTSBF	92P 006 0 0 513	
D64616		1	B20	HC	S		1988 06 24	1988 11 01	1988 11 01	FTSBF	92P 006 0 0 512	

5.4 MS Excel Format



5 Year SBFEP Plan Block Detail Report

Page: Page
Date Printed: 2002
User Id: OPENI
Database: DEVD
Report Id: PAGA
File:

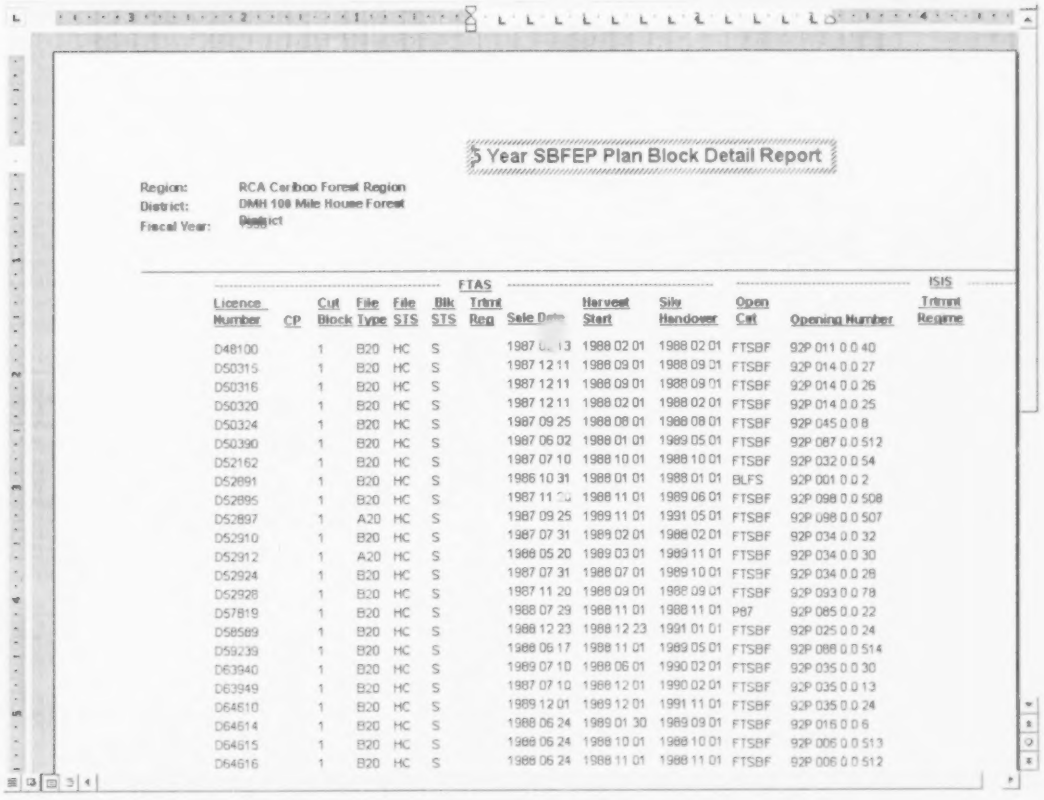
Region: RCA Cariboo Forest Region
District: DMH 100 Mile House Forest District

Fiscal Year: 1990

Licence Number	Cut CP	File Type	FTAS File Sale Date	Blk STS	Trtmt Reg	Harvest Opening Numl	Silv Handover	ISIS Open Cat	Trtm ATU
D48100		1	B20	HC	S		1987 02 13	1988 02 01	1
D50315		1	B20	HC	S		1987 12 11	1988 09 01	1
D50316		1	B20	HC	S		1987 12 11	1988 09 01	1
D50320		1	B20	HC	S		1987 12 11	1988 02 01	1
D50324		1	B20	HC	S		1987 09 25	1988 08 01	1
D50390		1	B20	HC	S		1987 06 02	1988 01 01	1
D52162		1	B20	HC	S		1987 07 10	1988 10 01	1
D52891		1	B20	HC	S		1986 10 31	1988 01 01	1
D52895		1	B20	HC	S		1987 11 20	1988 11 01	1
D52897		1	A20	HC	S		1987 09 25	1989 11 01	1
D52910		1	B20	HC	S		1987 07 31	1988 02 01	1
D52912		1	A20	HC	S		1988 05 20	1989 03 01	1
D52924		1	B20	HC	S		1987 07 31	1988 07 01	1
D52928		1	B20	HC	S		1987 11 20	1988 09 01	1
D57819		1	B20	HC	S		1988 07 29	1988 11 01	1
D58589		1	B20	HC	S		1988 12 23	1988 12 23	1
D59239		1	B20	HC	S		1988 06 17	1988 11 01	1
D63940		1	B20	HC	S		1989 07 10	1988 06 01	1
D63949		1	B20	HC	S		1987 07 10	1988 12 01	1
D64610		1	B20	HC	S		1989 12 01	1989 12 01	1
D64614		1	B20	HC	S		1988 06 24	1989 01 30	1
D64615		1	B20	HC	S		1988 06 24	1988 10 01	1
D64616		1	B20	HC	S		1988 06 24	1988 11 01	1

Sheet1

5.5 Rich Text Format



5 Year SBFEP Plan Block Detail Report

Region: RCA Cariboo Forest Region
District: DMH 108 Mile House Forest
Fiscal Year: Default

						FTAS						ISIS
Licence Number	CP	Cut Block	File Type	File STS	Blk STS	Trmt Reg	Sale Date	Harvest Start	Silv Handover	Open Cat	Opening Number	Trmt Regime
D48100		1	B20	HC	S		1987 [illegible] 13	1988 02 01	1988 02 01	FTSBF	92P 011 0 0 40	
D50315		1	B20	HC	S		1987 12 11	1988 09 01	1988 09 01	FTSBF	92P 014 0 0 27	
D50316		1	B20	HC	S		1987 12 11	1988 09 01	1988 09 01	FTSBF	92P 014 0 0 26	
D50320		1	B20	HC	S		1987 12 11	1988 02 01	1988 02 01	FTSBF	92P 014 0 0 25	
D50324		1	B20	HC	S		1987 09 25	1988 08 01	1988 08 01	FTSBF	92P 045 0 0 8	
D50390		1	B20	HC	S		1987 06 02	1988 01 01	1989 05 01	FTSBF	92P 087 0 0 512	
D52162		1	B20	HC	S		1987 07 10	1988 10 01	1988 10 01	FTSBF	92P 032 0 0 54	
D52891		1	B20	HC	S		1986 10 31	1988 01 01	1988 01 01	BLFS	92P 001 0 0 2	
D52895		1	B20	HC	S		1987 11 [illegible]	1988 11 01	1989 06 01	FTSBF	92P 098 0 0 508	
D52897		1	A20	HC	S		1987 09 25	1989 11 01	1991 05 01	FTSBF	92P 098 0 0 507	
D52910		1	B20	HC	S		1987 07 31	1989 02 01	1988 02 01	FTSBF	92P 034 0 0 32	
D52912		1	A20	HC	S		1988 05 20	1989 03 01	1989 11 01	FTSBF	92P 034 0 0 30	
D52924		1	B20	HC	S		1987 07 31	1988 07 01	1989 10 01	FTSBF	92P 034 0 0 28	
D52928		1	B20	HC	S		1987 11 20	1988 09 01	1988 09 01	FTSBF	92P 093 0 0 78	
D57819		1	B20	HC	S		1988 07 29	1988 11 01	1988 11 01	P87	92P 085 0 0 22	
D58589		1	B20	HC	S		1988 12 23	1988 12 23	1991 01 01	FTSBF	92P 025 0 0 24	
D59239		1	B20	HC	S		1988 06 17	1988 11 01	1989 05 01	FTSBF	92P 088 0 0 514	
D63940		1	B20	HC	S		1989 07 10	1988 06 01	1990 02 01	FTSBF	92P 035 0 0 30	
D63949		1	B20	HC	S		1987 07 10	1988 12 01	1990 02 01	FTSBF	92P 035 0 0 13	
D64610		1	B20	HC	S		1989 12 01	1989 12 01	1991 11 01	FTSBF	92P 035 0 0 24	
D64614		1	B20	HC	S		1988 06 24	1989 01 30	1989 09 01	FTSBF	92P 016 0 0 6	
D64615		1	B20	HC	S		1988 06 24	1988 10 01	1988 10 01	FTSBF	92P 006 0 0 513	
D64616		1	B20	HC	S		1988 06 24	1988 11 01	1988 11 01	FTSBF	92P 006 0 0 512	